

Comparisons of Job Characteristics

Focus Occupation: [Correspondence Clerks \(43-4021\)](#)

Associated Occupation: [Word Processors and Typists \(43-9022\)](#)

[Compare Knowledge](#)

[Compare Skills](#)

[Compare Abilities](#)

[Compare Detailed Work Activities](#)

[Compare Tools and Technologies](#)

<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

Knowledge

Similarity of Focus Occupation to Associated Occupation: 83

Focus Occupation: Correspondence Clerks (43-4021)

Associated Occupation: Word Processors and Typists (43-9022)

Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation
Clerical	7.3	22.3	19.1	< Expanded education and/or training may be required
Customer and Personal Service	11.3	13.0	16.3	>> Current knowledge level is likely more than sufficient
English Language	11.2	12.4	14.4	> Current knowledge level is likely sufficient
Computers and Electronics	8.4	9.7	12.1	> Current knowledge level is likely sufficient

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Skills

Similarity of Focus Occupation to Associated Occupation: 87

Focus Occupation: Correspondence Clerks (43-4021)

Associated Occupation: Word Processors and Typists (43-9022)

Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation
Time Management	8.9	8.7	10.6	> Skill level is likely sufficient
Mathematics	6.2	6.9	5.9	< A higher skill level may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Abilities

Similarity of Focus Occupation to Associated Occupation: 86

Focus Occupation: Correspondence Clerks (43-4021)

Associated Occupation: Word Processors and Typists (43-9022)

Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Near Vision	11.1	13.9	12.1	<	Some improvement in abilities may be required
Written Comprehension	11.0	11.6	13.1	>	Current ability level is likely sufficient
Oral Comprehension	12.5	10.8	11.8	0	Current ability level may be sufficient
Wrist-Finger Speed	3.2	10.0	4.6	<<	Extensive improvement in abilities may be required
Speech Recognition	9.9	9.8	11.2	>	Current ability level is likely sufficient
Oral Expression	12.4	9.6	11.9	>	Current ability level is likely sufficient
Information Ordering	9.9	9.3	9.8	0	Current ability level may be sufficient
Perceptual Speed	7.4	8.1	5.7	<<	Extensive improvement in abilities may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Activities that Both Occupations Have in Common

Similarity of Focus Occupation to Associated Occupation: 86

Focus Occupation: Correspondence Clerks (43-4021)
Associated Occupation: Word Processors and Typists (43-9022)

Work Activities	Exclusivity of Activity
Maintain inventory of office forms	71
Maintain records, reports, or files	5
Operate duplicating equipment	85
Proofread printed or written material	73
Provide customer service	14
Type letters or correspondence	78
Use computers to enter, access or retrieve data	3
Use oral or written communication techniques	1

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Tools and Technologies that Both Occupations Have in Common

Similarity of Focus Occupation to Associated Occupation: n/a

Focus Occupation: Correspondence Clerks (43-4021)
Associated Occupation: Word Processors and Typists (43-9022)

Tools and Technologies	Exclusivity
Tools and technology data is unavailable for one or both occupations.	

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.